

ESSENTIALS OF MANAGEMENT

Starts July 12 Helena

8:30 a.m. - 4:30 p.m. each day

Investment is \$550 (\$100 discount if all classes are attended as scheduled; discounts for multiple attendees from one organization)

This eight-part series addresses the needs of the first-line supervisors. It is an excellent program for new supervisors, and it will challenge seasoned supervisors and mid-level managers. Topics include teambuilding, performance management, long- and short-range planning, discipline handling, and legal issues of management. Each session runs from 8:30 a.m. - 4:30 p.m. Class schedule is shown here.

Leading	July 12
Building	July 13
Planning	July 19
Controlling	July 20
Developing 1	July 25
Developing 2	July 26
Protecting	August 1
Synthesis	August 2